

MPD

10 August 1960

MEMORANDUM FOR: Acting Director of Personnel

SUBJECT: Information to Support FY 1960 Budget Request

and

25X9

2. WORKLOAD DATA:

a. Reserve Activities - No significant change in workload. The number of reservists being administered remains relatively constant

25X9

25X9

b. Military Details - Slight increase from

25X9

25X9

3. ACCOMPLISHMENTS:

a. Overseas Tours - Whereas military details formerly spent only two years overseas, the policy which was initiated in FY 1959 has been applied in all cases, to the extent that military details now going overseas are required to complete the tour prescribed by the military service, which in most cases is three years.

b. Eliminating Unnecessary Travel - Considerable progress has been made in reassigning military details directly from their military station to the overseas duty station with the Agency. Similarly, military details are returned directly to their next military station from the overseas duty station. In both cases, the military detail bypasses Washington. Savings result from eliminating unnecessary transportation of people and household effects.

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c. Proper Utilization - During September and October 1959, [redacted] visited all stations in Europe and the Middle East where military details are located. During February and March 1960, [redacted] visited all stations in the Far East area where military details are located. At each station we

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concerned ourselves with the utilization of the military man in a manner compatible with his grade and skills, and with the general administration of the military detail. Such trips continue to be profitable from the standpoint of enabling us to do a better job of procuring military men and to be able to give first-hand assurance to the military services that their people are being properly utilized.

d. Minimum Lost Time - In our last report, we mentioned that approximately one-half the military details report for duty here before they are fully cleared. We can now report considerable progress on this factor, to the extent that less than 10% of the military details are not cleared by the time they report for duty, with the result that literally hundreds of man-days are saved.

e. Eliminating Dead Wood - Considerable progress was made during the past year in returning many "old timers" to their parent service. We found that in entirely too many cases those "old timers" were dead wood and the Agency is considerably better off with new blood. We are now holding reasonably well to the general policy that four years is the maximum that one remains with the Agency.

4. OBJECTIVES - We have not identified any new objectives for FY 1961. We will continue our attention to the objectives on which progress was reported in the above paragraphs.

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6. We contemplate no significant changes in military strength or workload during FY 1962.

Colonel, Armor
Chief, Mobilization and
Military Personnel Division

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12 August 1960

MEMORANDUM FOR: The Director of Personnel

SUBJECT: Information to Support FY 1961 Budget Request

1. Mobilization and Reserve Branch, MMPD has the following personnel:

3 civilians
5 military

2. Workload Data

a. Mobilization Planning

Work in this area cannot be measured in meaningful terms.

b. Reserve Activities

- (1) Administered reservists as follows:

25X9 [REDACTED] - Army (including maintenance of field 201 file and performance of all administration).
[REDACTED] - Air Force (25 overseas)
[REDACTED] - Navy
[REDACTED] - Marine Corps
[REDACTED] - Total

- (2) Actions requiring contact by letter or questionnaire.

| <u>Activity</u> | <u>Number Involved</u> | <u>Number Contacts</u> |
|------------------------------------|------------------------|------------------------|
| National Defense Executive Reserve | [REDACTED] | 1 |
| Specialist Reserve | [REDACTED] | 2 |
| Standby Reserve | [REDACTED] | 2 |
| Category 1 Reservists (Screening) | [REDACTED] | 1 |

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(3) Rostering. Maintained continuous screening and correction of machine records rosters of Agency employee reservists numbering approximately [REDACTED]

3. ACCOMPLISHMENTS

a. Merger

The Mobilization and Reserve Affairs Branches were merged during the period and renamed the Mobilization and Reserve Branch. Since the operations of the two branches were keyed to mobilization planning; i.e., the procurement, processing and administration of civilian and military reserve personnel required on mobilization, the merger was effected in order to insure complete coordination between the two activities.

b. CIA Civilian Specialist Reserve

This program was suspended except for approximately 20 spaces in the Office of Communications and funding and administration were transferred to that office.

c. Agency Civilian Standby Reserve

The screening of former employees for membership in the Civilian Standby Reserve was brought to a current status and procedures changed so that initial selection for contact is now made within the Office of Personnel on the basis of separation records.

d. Screening of Category 1 Reservists

[REDACTED] reservists carried in this category were screened and membership restricted to those reservists who could show active participation in reserve training and those who had remaining obligated service. As a side product, expiration dates of obligated service for the latter group were obtained and placed in machine records.

e. Retention of Reservists Serving Outside U.S.

Authority was obtained from the Departments of Army and Air Force to retain reservists in the Agency-sponsored reserve units while outside the U.S.

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f. Utilization and Training of Agency Military Reservists

Regulation [REDACTED] was published prescribing policies and responsibilities for planning the wartime utilization and peacetime training of employee military reservists.

g. Revision of Personnel Portions of Global War Plan

The personnel portions of the Global War Plan (par 4c, Basic Plan; Tab A to Appendix 4 to Annex A; and Appendix 4 to Annex E) were rewritten so as to provide maximum policy and procedural guidance and to simplify procedures for determining and reporting wartime personnel requirements.

4. OBJECTIVES

a. FY 1961

(1) Arrive at sound total emergency personnel requirements on the basis of overseas war plans and reports to be submitted by Headquarters components.

(2) Submit revised emergency military personnel requirements to the Military Departments.

(3) Determine the planned wartime use of Agency Category 1 reservists and the wartime personnel reassignment potential within the Agency. Designate theater of operation assignments for reservists made available for reassignment and assist in guiding their training toward their expected wartime use.

(4) Provide Senior War Planners with information on employee reservists in their areas to enable the establishment of controls through local military commanders to insure assignment to the Agency when ordered to military duty in an emergency.

(5) Explore the feasibility of issuing standby personnel mobilization circulars to cover areas in which revised policies and procedures would be required during an emergency.

b. FY 1962

Review and revise the personnel estimates and reports outlined above for FY 1961 and, if determined to be feasible, undertake the objective outlined in subparagraph a (5), above.

Distribution:

- ✓ 1 - Addressee
- 1 - C/MMPD
- 2 - MRB/MMPD/OP

Chief, Mobilization and Reserve Branch

OR/MMPD/MRB/ [REDACTED] 2004/02/14/ugofa RDP79-00235A000100020022-5

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